



Date Adopted: 05/13/1991

Date Revised: 06/19/2001

Title: Administrative Aide

FLSA: Non-Exempt

General Purpose:

To provide paraprofessional assistance in the analysis, implementation and monitoring of programs; and to provide highly responsible secretarial assistance to assigned management personnel.

Supervision Received and Exercised:

Receives direction from management personnel.

Exercises direct supervision over assigned secretarial and clerical personnel.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Provide paraprofessional and technical assistance in the analysis, implementation, and monitoring of department programs.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

Monitor and coordinate the daily operation of assigned project or program area; perform administrative detail work and maintain appropriate records and statistics.

Provide responsible administrative staff assistance including conducting analyses of department activities.

Conduct surveys and perform routine research and statistical analyses as requested; prepare related reports.

Compile materials and assist in the preparation of reports, manuals and publications.

Direct basic office management functions that includes direct supervision of others.

Assist in the preparation of a budget; prepare budget recommendations relative to assigned areas of responsibility; research past expenditures and project next year increases.

Perform highly responsible secretarial duties for assigned management personnel including maintaining calendars, responding to correspondence, typing reports and letters and answering phones.

Respond to complaints and requests for information from the public and department staff.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

Minimum Qualifications:

Knowledge of:

Basic statistics and analytic techniques.

Principles and practices of business letter and basic report writing.

Applicable federal, state and local laws regulations.

Modern office procedures, practices and computer equipment.

Word processing and spreadsheet software.

Basic budgetary systems and procedures.

Ability to:

Learn the operation, policy and procedures of assigned department or office.

Perform a wide variety of administrative duties on behalf of management personnel with little or minimal supervision.

Analyze situations accurately and develop effective courses of action.

Set up and format computer spreadsheets.

Type at a speed necessary for successful job performance.

Prepare clear and concise reports.

Train and assign work to assigned personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by coursework in business or a related field.

Experience: Five years of highly responsible secretarial and administrative experience, including two years experience providing support to management personnel.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.